

CITY OF ROCHESTER  
POLICE OFFICER  
POLICE DEPARTMENT

NATURE OF WORK

This is general duty police work in protecting life and property, maintaining order, preventing crimes, apprehending criminals, and enforcing laws and ordinances. Work is performed in accordance with department rules and regulations and a variety of legislated and other enactments and precedents. Work usually consists of routine patrol, preliminary investigation and traffic regulation duties that may be performed in patrol cars or on foot. Work involves an element of personal danger and employees must be able to act without direct supervision and exercise discretion and independent judgment in meeting emergencies. Assignments and general and/or special instructions are received from a superior officer who reviews work methods and results through analysis of records submitted, personal inspection and discussion. Positions at this level receive performance evaluations from designated supervisor.

MAJOR FUNCTIONS/TASKS

\*A. Perform preventive patrol

1. Make vehicles stops for traffic and/or equipment violations
2. Conduct residential and commercial building security checks
3. Assist stalled motorists, provide directions and other information and remove items from roadways which may be a danger to traffic flow
4. Prepare and submit reports on complaints, damage to property, thefts and other incidents
5. Subdue and arrest individuals for commission of crimes and/or violations
6. Serve warrants and subpoenas
7. Patrol an assigned area of the City on foot or in a radio-equipped vehicle and respond to calls

\*B. Perform investigative duties

1. Investigate traffic accidents and complaints involving crimes and/or violations
2. Execute search warrants
3. Conduct preliminary investigations, gather and label evidence, interview victims and/or witnesses and write investigative report
4. Testify in court

\*C. Perform service related functions

1. Respond to medical emergencies
2. Direct vehicle and pedestrian traffic for events (parades, fairs, sporting events, general congestion etc.)
3. Respond to parking complaints and enforce parking regulations
4. Provide escort service when appropriate
5. Maintain crowd control at fire scenes, parades, fairs, riots, and other public disorders

6. Provide first line response to fire or similar disasters to protect the public and facilitate disaster relief efforts
  7. Walk through businesses and neighborhoods to be visible and help prevent crime
  8. Meet with citizens and/or groups to resolve or reduce community crime and safety issues
- D. Perform special assignments
1. Work in junior and senior high schools as liaison officers
  2. Train and supervise new officers
  3. Provide crime prevention training/seminars to businesses, schools, and neighborhood groups
  4. Conduct investigations under the direction of the Narcotic and Detective Divisions
  5. Interact with other law enforcement agencies, criminal justice system agencies and social/community agencies

**\*ESSENTIAL FUNCTIONS**

**MINIMUM QUALIFICATIONS**

**Education and Experience**

To be eligible to apply for the position of police officer, applicants must meet one of the following requirements:

Possess an "active" license in the State of Minnesota, meaning that applicant has met the State of Minnesota Peace Officer Standards and Training (POST) Board approved requirements for obtaining and maintaining a valid license; or

Possess an "inactive" license in the State of Minnesota, meaning that applicant has previously held an "active" license and is eligible to reactivate it in this State; or

Have successfully completed the State of Minnesota POST Board approved professional Peace Officer education and skills requirements and passed the "Peace Officer Licensing Examination" by a date designated by the commission each application period; or

Have completed basic police training or certification requirements in another state with which Minnesota has reciprocity, meaning that an out-of-state applicant has been found to be eligible to take the licensing examination in Minnesota or who has left Minnesota law enforcement prior to licensing and is eligible to take the reciprocity examination.

An individual on the eligible register must have satisfactorily completed all Minnesota POST Board requirements and examinations for licensing.

**Special Requirements**

Must be free from any physical or emotional/mental conditions which might adversely affect the individual's performance of the duties of police officer.

Must be a citizen of the United States and possess and be able to maintain a valid Minnesota driver's license or in the case of residency therein, a valid driver's license from a contiguous state; or eligibility to obtain either of the above.

**KNOWLEDGE, ABILITIES, AND SKILLS**

Knowledge of modern police methods and procedures

Knowledge of the limits on the use of force, including deadly force

Knowledge of state laws and City ordinances

Knowledge of the geography and demographics of the City to include economic and social characteristics and the location of important buildings

Ability to understand and carry out effectively oral and written instructions

Ability to prepare accurate, clear and concise reports

Ability to deal courteously and effectively with the general public

Ability to react quickly and calmly in emergencies

Ability to learn and use problem solving techniques

Ability to maintain composure

Ability to testify accurately and completely in court

Ability to work effectively with people of diverse cultural , economic and ethnic backgrounds

Skill in listening and problem solving

Skill in the use of first aid and cardiopulmonary resuscitation

Skill in the use of firearms and law enforcement related equipment

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT THE FOLLOWING REPRESENTS  
THE PHYSICAL AND ENVIRONMENTAL DEMANDS

This position requires a majority of time spent either walking or sitting with some standing and lifting.

Weights of objects to be lifted, carried or pushed/pulled will range from ten (10) to over one hundred (100) pounds.

Climbing of stairs is often required as well as movements such as balancing, stooping, kneeling, crouching, crawling, twisting, bending, reaching, handling, fingering and feeling.

Repetitive movements of both the hands and feet are often required.

Excellent sensory skills are important (sight, hearing and speech) as well as the ability to operate a motor vehicle.

Majority of the work is performed outside with exposure to dust, fumes, noise, heat, cold, heights, glare, body fluids and physical confrontations.

(A breakdown of the physical and environmental demands is available on the "Job Analysis of Physical and Environmental Demands" in the Human Resources Department)